

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**USING AGENCY:** Department of Health Care Finance  
**CONTRACTING AGENCY:** Office of Contracting and Procurement  
**CONTRACT NO.:** DCHC-2008-D-8080  
**CAPTION:** Health Care Services, Children and Adolescents for Supplemental Security Income Program (CASSIP)  
**CONTRACTOR:** Health Services for Children with Special Needs, Inc.

**FINDINGS**

**1. AUTHORIZATION**

DC Official Code, Section §2-354.0 and 27 DCMR, Section 1700.

**2. MINIMUM NEED**

The Government of the District of Columbia, Department of Health Care Finance has a need to maintain health care services for the District's Medicaid eligible population enrolled in the Child and Adolescent Supplemental Security Income Program (CASSIP). The CASSIP program provides an array of comprehensive health care, mental health and substance abuse services to approximately 5,113 Medicaid eligible children and adolescents up to the age of 26 with disabilities and complex health care needs.

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable price for the contract extension is \$140,067,072.48 from January 1, 2013 of award through December 31, 2013. The estimated price has been developed based on the monthly installment price from the previous contract that expired and the increments in enrollment population.

**4. FACTS WHICH JUSTIFY SINGLE AVAILABLE SOURCE PROCUREMENT**

The District of Columbia, Department of Health Care Finance is the single state agency with the responsibility for implementation and administration of the District's Medicaid and State Children's Health Insurance programs. Therefore, the District has created a unique managed care program for children and adolescents with special health care needs; the District Child and Adolescent Supplemental Security Income Program (CASSIP).

CASSIP enrollees receive medically necessary services for physical health, mental and behavioral health, and substance abuse, nursing home care, Intermediate Care Facilities for Mental Retardation (ICF/MR) and residential treatment services.

Due to the specific and repetitive complicated disorders and diagnoses of CASSIP enrollees, it is essential that each enrollee and his or her family receive intensive Case Management, Care Coordination and support throughout their childhood and adolescence, including during transition from one program to another. All aspects of care are family-centered, communication with and education of the family is frequent, and communication among each enrollee's team of Providers is routine to ensure effective administration.

As the original contract with HSCSN expired, the District must continue these services as they are essential to the vulnerable District residents affected and mandated under Federal law. In accordance with 42 U.S.C. § 1396a (a)(5), each state plan must designate a single state agency to administer and supervise implementation of the Medicaid plan. Any disruption to these services could cause great hardship to those enrollees who may lack financial assistance to continue treatment and ultimately lead to termination of lives.

Furthermore, any interruption in the service would cause the District an enormous financial burden as, absent this contract, the District would have to pay for these healthcare expenses on a more-expensive "fee-for-service" basis.

The chronological timelines of the previous contract:

- Base Year Term - 7-25-2008 to 7-24-2009;
- Option Period One (1) - exercised 7-25-2009 to 7-24-2010;
- Option Period Two (2) - exercised 7-25-2010 to 7-24-2011;
- Option Period Three (3) was partially exercised from July 25, 2011 to September 30, 2011; and
- Commencing on October 1, 2011 to March 31, 2012, a month to month extension was exercised.

Due to the sudden exit of several Contract Administrators leaving the District's employment, this procurement was not processed in a timely manner for implementation of new a contract. To avoid and minimize such issues of this in the future the DHCF and OCP will work closely together to monitor all contracts and ensure valid contracts are in place for all necessary services throughout each contract term.

Time constraint is another hindrance in meeting the procurement objectives. The sole source award ensures continuation of service while the District prepares a solicitation for competition and awards a multi-year contract upon Council approval. Also, a transitional period of at least sixty (60) to ninety (90) will be required for a smooth transfer to the new Contractor (s) if necessary.

Health Care Services for Children with Special Needs, Inc. has performed the required services satisfactorily since it was awarded the contract.

A review of the performance of the incumbent Contract indicated that the Contractor was scored 'good' which puts the company in a good business standing with the District.

**5. CERTIFICATION BY AGENCY HEAD OR DESIGNEE**

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

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Wayne Turnage  
Director  
Department of Health Care Finance

**6. CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. The notice on intent to award a sole source contract was posted on OCP website and no responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

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Patricia Tarpley  
Contracting Officer  
Office of Contracting and Procurement

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Date

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under D.C. Official Code § 2-354.04 Sec (a)(b)(c), DCMR 1700 and D.C. Law 18-371. Accordingly, I determine that the District is justified in using the Sole Source Method of Procurement. In addition it is determined that this method is in the best interest of the District.

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James D. Staton, Jr.  
Chief Procurement Officer  
Office of Contracting and Procurement

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Date